

March 23, 2005

Dear Permitting Agency:

As you may already know, in 2004 and 2005 the Utah State Legislature passed House Bill 136 and House Bill 105, respectively. The passage of these bills impacts every construction project in the state of Utah, including commercial, residential, and public projects.

These bills establish new requirements and a new process for protecting lien rights. A critical component of this new process is the creation of **a centralized, online State Construction Registry (SCR)**. The new system will provide a statewide system of filing notices in the following three (3) areas:

- 1) Notice of Commencement
- 2) Preliminary Notices
- 3) Notices of Completion

Effective May 1, 2005, building permit information submitted by cities/counties will serve as the Notice of Commencement of a construction project, and thus will provide a legal avenue for subcontractors and suppliers to protect their lien rights. The use of the SCR is *required* by all involved in the construction process, including cities/counties, general contractors, subcontractors, and suppliers.

Your responsibility is to comply with this new requirement by providing building permit data **within 15 days of the issuance of a building permit** through one of the following options:

- 1) Automated Export: This is the most efficient option for transmitting data into the SCR. Contact (801) 983-8432 or scr@utahinteractive.org to set up an account. Instructions can be found at www.scr.utah.gov/city
- 2) Online Entry: Manually enter the building permit data into the SCR.
- 3) Fax: Fax a copy of the completed building permit directly to 1-800-585-1534 for entry into the SCR.

In order to effectively transition to this new online process, please begin submitting building permits as soon as possible, but no later than April 8, 2005. Your use of this new system is not only critical, but it ensures that the lien rights of our citizens in the construction industry will be protected.

Sincerely,

J. Craig Jackson, Director
Division of Occupational and
Professional Licensing

F. David Stanley, Associate Director
DOPL Construction Services Unit